

Acting Management Officer

14 March 1949

Budget Officer

Combination of Travel Request and Travel Order

1. Attached is a memorandum setting forth the comments of the Fiscal Branch relative to the combining of the travel request with the travel order.

2. The travel request contains detailed justification and approvals upon which the issuance of the travel order is based and for security reasons this information should not appear on the travel order. This detailed justification is kept on file and is quite frequently referred to when the General Accounting Representatives raise questions about the travel accounts.

3. The wording contained in the travel order is very important and quite technical. Personnel in the various organizational units who prepare travel requests do not have sufficient knowledge and training to properly prepare travel orders. It takes someone who has had considerable experience and knowledge of travel rules and regulations to properly prepare travel orders in order that exceptions will not be taken by GAO auditors.

4. It is the opinion of this Office that the two forms should not be combined.

E. R. SAUNDERS

Attachment

cc: Fiscal Br. (2) /
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